



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#41 MAY 11, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

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May 11, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
CONSULTANT SERVICES AGREEMENTS FOR AS-NEEDED  
ARCHITECTURAL/ENGINEERING DESIGN AND DESIGN REVIEW SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This action will replace existing Board-approved consultant services agreements for as-needed architectural/engineering design and design review consultants to meet anticipated project workload.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Award and authorize the Director of Public Works or her designee to execute consultant services agreements with Carde Ten Architects, Charles Walton Associates, FSY Architects, Inc., Gene Fong Associates, La Canada Design Group, Rachlin Architects, Rios Clementi Hale Studios, RTK Architects, SWA Architects, and The Albert Group Architects to provide as-needed architectural/engineering design and design review services for various County projects for a two-year term with a one-year extension. The agreements shall not exceed a \$500,000 fee each for an aggregate total of \$5.0 million.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will provide the Department of Public Works (Public Works) with as-needed consultant services agreements with architectural/engineering (A/E) firms for the direct use by project managers to rapidly obtain A/E services for relatively small projects and provide supplemental A/E services for in-house design and design review to expand the breadth of available expertise and the ability to meet project schedules during peaks in workload.

In July 2008, your Board approved ten consultant services agreements in the amount of \$500,000 each for a two-year term with a one-year extension option. Public Works has experienced an increase in the number and various types of projects, which have utilized the maximum amount available on each existing consultant services agreement.

The recommended consultant services agreements will expand Public Works' ability to deliver any renovations/improvements to various County buildings, various Public Works facilities, and County capital projects efficiently and provide design and design review services within desired timeframes.

### **Implementation of Strategic Plan Goals**

Approval of the recommended action supports Countywide Strategic Plan Goal 1, Organizational Effectiveness, through the use of as-needed consultant services agreements to provide timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The contract period for each firm will be for two years, with an option for an additional year, to be exercised at the discretion of the Director of Public Works or her designee. The value of each consultant services agreement is \$500,000, totaling \$5.0 million for ten consultant services agreements.

Sufficient funds to finance these consultant services agreements are included in Public Works' Fiscal Year 2009-10 Budget and will be included in Fiscal Years' 2010-11 and 2011-12 Budget requests. Expenditures for services on capital projects incurred in the Facilities Project Management General Fund will be recovered through billings to capital projects.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for termination, renegotiation, and hiring qualified displaced County employees will be included.

The consultant services agreements will contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The consultant services agreements include a cost-of-living adjustment provision in accordance with your Board policy, which was approved on January 29, 2002.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed activity is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government, which will not result in direct or indirect changes to the environment.

The appropriate environmental documentation as required under CEQA will be completed and your Board be requested to make a CEQA finding before a discretionary action is approved for any project.

### **CONTRACTING PROCESS**

On September 23, 2009, the Architectural Evaluation Board short-listed 16 firms. On November 4, 2009, Public Works issued a Request for Proposals (RFP) to 16 firms. On December 2, 2009, 13 firms responded to the RFP. An Evaluation Committee, consisting of Public Works' staff from Architectural Engineering and Project Management I and II Divisions evaluated the proposals. Evaluation of the firms was based on technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, the Evaluation Committee recommended Carde Ten Architects, Charles Walton Associates, FSY Architects, Inc., Gene Fong Associates, La Canada Design Group, Rachlin Architects, Rios Clementi Hale Studios, RTK Architects, SWA Architects, and The Albert Group Architects as the best-qualified firms to perform the specified services.

As requested by your Board on February 3, 1998, the RFP was listed on the Doing Business with Us website. A copy of the website posting is attached for your reference.

Carde Ten Architects, Charles Walton Associates, FSY Architects, Inc., Gene Fong Associates, La Canada Design Group's, Rachlin Architects, Rios Clementi Hale Studios, RTK Architects, SWA Architects, and The Albert Group Architects Community Business Enterprises participation data and three-year contracting histories are on file with Public Works.

Public Works has evaluated and determined that Los Angeles County Code Chapter 2.201 does not apply to the recommended agreements. These agreements are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended consultant services.

The Honorable Board of Supervisors  
May 11, 2010  
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**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,



WILLIAM T. FUJIOKA  
Chief Executive Officer

WTF:GF:SK  
DJT:DKM:zu

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Department of Public Works

**Bid Detail Information****Bid Number :** AED-EDRS1109**Bid Title :** AS-NEEDED ARCHITECTURAL AND ENGINEERING DESIGN AND/OR DESIGN REVIEW SERVICES**Bid Type :** Service**Department :** Public Works**Commodity :** CONSULTING SERVICES - ARCHITECTURAL**Open Date :** 11/4/2009**Closing Date :** 12/2/2009 3:00 PM**Bid Amount :** \$ 0.00**Bid Download :** Not Available**Bid Description :**

This posting is intended for informational purposes and only the firms listed below (selected by the Architectural Evaluation Board) may respond to this Request for Proposal.

The County of Los Angeles Department of Public Works (DPW) is inviting proposals from qualified Architectural/Engineering firms to provide as-needed architectural and engineering design and/or design review services for various projects located in Los Angeles County.

For potential subconsultant opportunities, please contact the below-listed firms:  
Albert Group Architects (The); Anthony J. Lumsden and Associates; Barton Phelps & Associates; Callas Shortridge Architects; Carde-Ten Architects; Charles Walton Associates, Inc.; Daly Genik; Fisher Sehgal Yanez, Inc.; Gene Fong Associates; Jeffrey M. Kalban & Associates; La Canada Design Group, Inc.; Miralles Associates, Inc.; Rachlin Architects; Rios Clementi Hale Studios; RTK, Inc.; and Stephen Wen & Associates Architects.

The objective of this solicitation is to select ten firms that are best qualified to provide the requested services.

Proposal deadline is 12/02/09, no later than 3:00 p.m.

Questions regarding this project should be directed to the contact person identified below.

**Contact Name :** Loydi Nguyen**Contact Phone# :** (626) 458-2180**Contact Email :** [lnghuyen@dpw.lacounty.gov](mailto:lnghuyen@dpw.lacounty.gov)**Last Changed On :** 11/5/2009 8:20:55 AM

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